

HARVARD UNIVERSITY  
DEPARTMENT OF MATHEMATICS

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**Personal and Confidential**

January 20, 2015

Ms. Yiwei She  
Department of Mathematics  
University of Chicago  
5734 S. University Avenue, Room 208 C  
Chicago, Illinois 60637

Dear Yiwei,

I am delighted to offer you a position as Benjamin Peirce Fellow in the Department of Mathematics in the Faculty of Arts and Sciences (FAS) at Harvard University, to begin on July 1, 2015. This offer is made on behalf of the Dean of the Faculty of Arts and Sciences and with the support of the faculty of the Department of Mathematics. During the Academic Year 2015-2016 you will be on an unpaid leave from Harvard supported by your NSF fellowship.

Your term of employment will be for three years at a starting salary of \$70,000. This represents a nine-month salary paid over twelve months. You will also receive a yearly Housing Supplement currently set at \$7,600, which is paid in semi-annual installments of \$3,800 (less required tax withholding) included with the September and February paychecks. The Housing Supplement helps to defray some of the cost of housing in the greater Cambridge/Boston area and may be used according to your needs, without restriction. Your total first-year compensation, including your base salary and the Housing Supplement, would therefore be \$77,600.

Although we fully expect you to do so, if for any reason you do not complete all requirements for the Ph.D. before your start date, you will hold the rank of Teaching Assistant, with a salary of \$63,000. When you do complete these requirements, your title and annual salary would then be adjusted to the Fellow rate noted above. This adjustment will be made retroactively, provided you meet the requirements by October 15, 2015. If your degree requirements are not met within a year of your start date, this original agreement will be void and no further appointment as instructor will be possible.

You will have available to you \$5,000 in research funds to facilitate your work. Of this amount, the Dean will provide \$2,000 in start-up funding, and you will receive an annual \$1,000 research fund from the Dean. To allow these funds to be as helpful as possible, any balance not spent in a given year will roll forward into succeeding years. These funds may be used for any expenses in connection with research such as paying a research assistant, for travel, supplies, etc.

In addition to the research funds noted above, you will be provided with \$2,300 in Dean's funds to purchase a computer configuration to facilitate your work. Any funds not spent for this purpose will remain in your research account, to be used for other research-related expenses. If you were to leave Harvard while the computer equipment has some value, it would remain the property of the University.

As a Benjamin Peirce Fellow in Mathematics, you will have regular teaching responsibilities of three half-courses per year (that is, two courses in one semester and one course in the other). Usually one of the half-courses will be on a topic of your choice. In addition, you will be expected to advise a small number of students at the undergraduate level. Over the course of your appointment, you will be asked to participate in a few committee assignments for the Department, but we will try not to impose too much of a burden on you.

Benjamin Peirce Fellows who choose to take an unpaid leave for a year during their terms will be given the option of staying another year at Harvard. The same applies if a half-year leave is taken during two years. I expect that this practice will continue, subject of course to budget constraints.

The enclosed *Benefits Summary for Faculty* describes our comprehensive package of benefits, resources, and perquisites. After your appointment papers are processed, you will receive additional materials and forms from Human Resources. If you have specific concerns about any benefits-related issues, contact Victoria Donovan, Senior Benefits Consultant (617-495-4938; [victoria\\_donovan@harvard.edu](mailto:victoria_donovan@harvard.edu)). And please note that you must enroll in benefits *within thirty days of the start-date of your appointment*. As you must first complete your I-9 form in person, on Harvard's campus, please contact Irene Minder (617-495-2170; [irene@math.harvard.edu](mailto:irene@math.harvard.edu)), our Department Administrator, as soon as possible, to arrange a visit to complete the I-9. Once your completed I-9 has been processed, you will be able to enroll in benefits.

The FAS will contribute up to \$3,000, pending receipts, toward the costs of your relocation, to cover ordinary and reasonable moving expenses for your household, provided you make arrangements for your move, including approvals, in consultation with Korin Watras in the Office for Faculty Development (617-496-3578; [kwatras@fas.harvard.edu](mailto:kwatras@fas.harvard.edu)). Please be advised that the reimbursement may be taxable and subject to tax withholding.

Harvard also has a housing office that can help you find suitable accommodations in Cambridge. You can learn about Harvard housing at the website <http://www.facultyrealestate.harvard.edu> or by contacting Tracy Coleman at 617-495-9367 or [tracy\\_coleman@harvard.edu](mailto:tracy_coleman@harvard.edu).

You should plan to arrive at Harvard at least one week—preferably two weeks—before the start of classes on September 2, 2015, to help you get settled in. In particular, you will be invited to attend the New Faculty Institute (NFI) which is organized and hosted jointly by the FAS Academic Deans and senior staff members of the Derek Bok Center for Teaching and Learning. The program is designed to ease the transition of faculty, even those with experience, to Harvard by providing an introduction to the FAS and the University during an intensive two-day session in August. Our faculty has found this program to be a very helpful and informative experience.

If you have any questions or concerns, please do not hesitate to contact me (617-495-9063, [kronheim@math.harvard.edu](mailto:kronheim@math.harvard.edu)) or Irene Minder (whose contact information is above).

We hope that you will accept our offer and join the Department of Mathematics. I would appreciate it if you could inform me of your decision by February 2, 2015, either by telephone, e-mail, or regular mail.

My colleagues and I look forward with pleasure to having you as a Harvard colleague in the coming years.

Sincerely yours,



Peter Kronheimer, Chair

cc: Stephen Kargère, Irene Minder

Department of Mathematics

cc: Stephen Kargère, Irene Minder